



ORGANIZATION OPERATIONS GRANT (FY2023)

OVERVIEW AND APPLICATION INSTRUCTIONS

The **Organization Operations Grant** provides general operating support to 501(c)(3) arts organizations of Maine with annual operating budgets above \$25,000. This grant supports the well-being of Maine's arts sector by helping sustain arts organizations, infrastructure, and the creative workforce in the state. Applicants must operate with a mission that describes the arts as the primary purpose and focus of the organization. Multidisciplinary or multipurpose organizations, including arts entities embedded in universities and colleges, are eligible if they demonstrate that the arts comprise at least 50% of the organization's programming and have an independent advisory board. Universities or Colleges in their entirety, or individual departments, may not apply. Award funds are to be used for eligible operation costs or to reimburse costs incurred between **July 1, 2022 and June 30, 2023**.

As we continue to expand our reach to all people living in Maine, we are committed to offer opportunities that are accessible to people historically under-served in the arts, including people who speak languages other than English, people with disabilities, people who are LGBTQIA+, people living in rural areas, and people from diverse racial and ethnic backgrounds. In upholding our responsibility to cultural equity, we strongly encourage applications from candidates with connections in these communities and from all counties across the state.

Applications are due by 5:00 p.m. on **February 10, 2023**

Match Required: 1:1 cost share/match consisting of cash, donations, and/or in-kind contributions.

Grant Award: \$7,500

ELIGIBILITY REQUIREMENTS

An applicant is eligible to apply if they meet the following criteria:

- Is a nonprofit organization with 501(c)(3) tax-exempt status from the Internal Revenue Service or is a unit of municipal, county or tribal government, legally established in the state of Maine. *Non-501(c)(3) applicants can not apply under a fiscal sponsor or agent.*
- Has a primary mission focused on the arts.
- Has evidence of operational planning (i.e. a current strategic plan, business plan, operational timeline, logic model)
- Has completed at least one fiscal year of programming within Maine.
- Has a valid UEI number (www.sam.gov). **You cannot receive a grant without a valid UEI.**
- Has an organization budget over \$25,000.
- If applicable, has completed all Final Reports, required by the Maine Arts Commission for previous awards.

ELIGIBLE EXPENSES

This grant can be used to support the operations of 501(c)(3) arts organizations such as:

- Facilities costs, such as utilities.
- Salaries, wages, and fringe benefits for personnel.
- Fees for artists and contractual personnel.
- Supply costs, such as personal protective equipment, cleaning and janitorial supplies, office supplies, art supplies, computer software/hardware, etc.
- Marketing and promotion costs.
- General overhead/administrative costs.

INELIGIBLE EXPENSES

- Debt or loan repayment.
- Donations and regranteeing.
- Equipment purchases over \$5,000.
- Construction costs.
- Fundraising.
- Remote office expenses.
- Projects that support or oppose a particular political party or candidate for public office.
- Projects that are exclusive to members of a particular religious faith group.

HOW TO APPLY

All applications and materials must be submitted using the online [Application Portal](#). If you are interested in applying, we encourage you to carefully review these details and call us with questions prior to beginning an application. It's important to give yourself plenty of time to write a strong application, so be sure to start the process early!

- ✓ Create a Maine Arts Commission account. [Create Now!](#) Once you start an application, you can make changes anytime before you submit.
- ✓ Answer the application questions (to be completed in the application portal):
 1. Provide your mission statement (500 characters).
 2. Briefly describe your organization (500 characters).
 3. Describe how you carry out your mission through programming and how it impacts the people you serve (3500 characters).
 4. Explain how this funding will benefit your organization (1500 characters).
- ✓ Complete the budget information.
- ✓ Submit a [Vendor Code Form](#), which generates a vendor code within the State payment system and is used for award payment purposes. Click [HERE](#) if you need help.
- ✓ Attach organization documentation (required) and up to 4 supporting materials (optional).

Required Support Materials:

- Copy of IRS 501(c)(3) determination letter.
- Most recently completed federal tax return (990, or 990-EZ if applicable) .
- Operational Plan (current strategic plan, business plan, operational timeline, work plan)
- 1-2 page budget. A 1:1 cost share/match is required and should be reflected in your budget. Each dollar must be matched by cash, donations, or in-kind contributions.
 - [Sample Budget](#)
- List of board members, including their professional affiliations.

Required Support Materials Guidelines:

All required documents to be uploaded as part of your application should be in PDF format.

Optional Support Materials:

- Additional information that supports the application (artistic samples and/or testimonials).

Optional Support Materials Guidelines:

Only **4 total** supplemental attachments of any type will be reviewed.

Attachment	File Type	Format and Tips
Images	JPG, PNG, PDF	<ul style="list-style-type: none">• Recommended that each image size is under 3MB• Images will be viewed digitally and not printed
Audio	MP3	<ul style="list-style-type: none">• Include only material intended for panel review
Video	MP4, WMV, YouTube or Vimeo link	<ul style="list-style-type: none">• 20MB/video max for MP4 or WMV• No promotional videos*• No video slide show of still images
Writing Samples or Testimonials	PDF	<ul style="list-style-type: none">• 12pt, Times New Roman font
Links**	PDF	<ul style="list-style-type: none">• If providing links to access supporting materials, they can be listed in one document not to exceed the max. allotment. 1 link = 1 sample.

* In order to ensure equitable consideration across all grant applicants we will NOT accept promotional/marketing videos for review.

** For **ANY** link submitted for review: 1 Link = 1 Sample.

The Maine Arts Commission may use submitted materials solely for the non-commercial promotion of the artist and/or Maine Arts Commission programs.

REVIEW PROCESS

Submitted applications are first reviewed by staff for completion, eligibility, and funding guidelines. Applications are then reviewed by a diverse panel of arts and culture professionals. Panelists review each application and submit scores based on the review criteria (see below). These scores help us determine how we will allocate the funding. Grant applicants will be reviewed and scored based on applicant budgets:

- Budgets from \$25,000 - \$499,999
- Budgets from \$500,000 or more

Review Criteria

Grant applications are reviewed on a competitive basis using the following criteria:

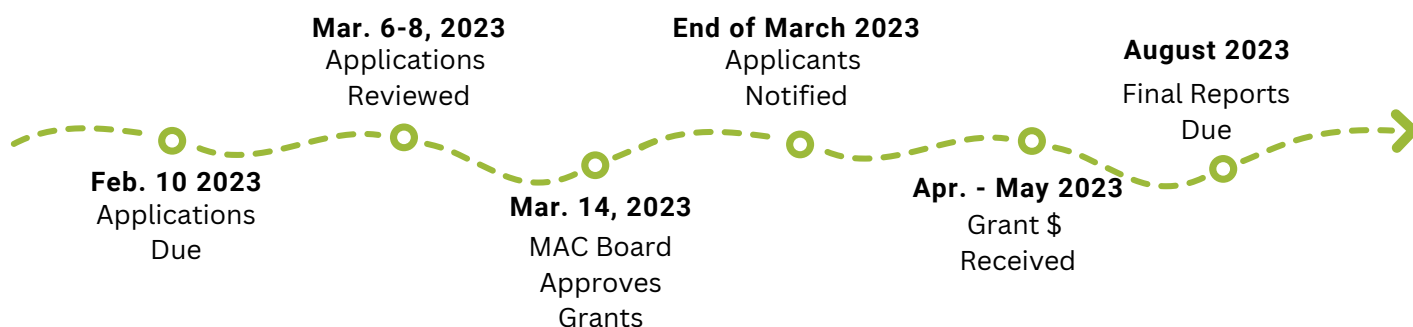
1. **Relevance (35%)** Evidence that the funds will be used to address the organization **mission**.
2. **Organization Excellence (30%)** as demonstrated in operational planning and management, ability to carry out arts programming, sound administrative policies, and a demonstrable commitment to continuous improvement.
3. **Impact (25%)** Evidence of organizational and/or community benefit.
4. **Artistic Quality (10%)** Relative to the size of the organization, the extent to which the applicant demonstrates a committed effort to provide its audience meaningful artistic programming and experiences.

Award Payments

If your application is funded, you enter into a letter of agreement with the Maine Arts Commission, and you must comply with all requirements stated in that agreement. Your award money may take up to 12 weeks from the time you are notified. Award funds can be used to reimburse past eligible operation costs incurred between July 1, 2022 and June 30, 2023.

All applicants are notified, whether approved or declined, by email. If you receive an award, you will also receive future emails with next steps.

TIMELINE



REPORTING

Final Reports

Awardees are required to submit a final report for each grant received. You may not be eligible to apply for another MAC grant if you do not submit your final report.

GRANT ASSISTANCE

Our goal is for all potential applicants to have the resources they need to submit a competitive application. If you have questions about your project or the application process, **please call us at 207-287-2724. We are happy to help!**

If you have questions about the technical aspects of the application form, or questions about electronic submission, please contact:

- **Eli Cabañas**, Grants and Website Manager
eli.cabanas@maine.gov
207-287-6746

ACCESSIBILITY



Grant information is available in large print format by request. It is the policy of the Maine Arts Commission not to discriminate on the basis of disability, and the Maine Arts Commission is dedicated to making our programs accessible and inclusive for people with disabilities and assist individuals with disabilities in connecting them with resources for access to the arts. All programs funded by the Maine Arts Commission must also be accessible.

CONTACT US

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www.mainearts.maine.gov

